



Lost or Missing Child Policy

Policy statement

Shear Soccer take the safety of all children very seriously and will take every precaution necessary to ensure that the children in the organisation's care do not leave a session unaccompanied, or without the correct authority to leave on their own. Shear Soccer will train all staff to be aware of their responsibility for the security and safety of children attending a session - and to follow defined procedures relating to the taking of registers and for allowing a child to leave a session. Shear Soccer implements this policy as an integral part of its approach to the safeguarding and protection of all children.

Purpose of this policy

The purpose of this **Lost or Missing Child Policy** is to make it clear the steps that should be followed by Shear Soccer staff members in the unlikely event that a child was to be unaccounted for, lost or go missing. In the unlikely event that a child is noted to be missing whether from Shear Soccer facilities or another off-site location – Shear Soccer staff will implement the following procedures.

Responsibilities of parents & carers

Parents, and carers must inform the Shear Soccer staff member responsible for the session or Shear soccer activity, if their child will be absent for any given session or Shear soccer activity that they were expected to attend. This communication can be delivered via a handwritten note, via email, in person to a member of Shear Soccer staff, or via a telephone message.

Responsibilities of staff

Staff members who are leading a session or activity are responsible for taking registration at the beginning and end of all sessions and activities - whether they take place on or off-site.

If a child is missing at the time of first register being taken, the staff member will check whether the absence has already been reported by the parent or carer. If no notification has been received contact with the parent or carer will be attempted.

Where a child has been noted as being present during first registration at the start of the session or activity, but is then either noticed, or reported, as missing during the session - or at final register staff will use the Procedures for Raising Concerns about a Lost or Missing Child on the following page.

Procedure for Raising Concerns about a Lost or Missing Child

Stage One

- a. Staff members immediately check toilets, changing rooms, shared areas, other rooms, grounds and/or location where the session or activity is taking place to ensure child is not hiding or locked in anywhere.
- b. Staff member to speak to other children in the group to see if they know of the child's whereabouts
- c. Staff members immediately check to see whether the child has been signed out for an internal or external appointment.
- d. Staff member to call a child's mobile telephone number - if they have this information either on record or from one of the other children.
- e. Staff members gather and call the register again to confirm that the one named child is still missing.
- f. Staff members will ensure that the rest of the group are kept safe and closely supervised throughout incident.

Stage Two

- a. After stage one has been completed and if there is no resolution (no more than 15 minutes), staff member will contact the parents/carers with parental responsibility.
- b. If the parents are aware of the whereabouts of their child - staff members make a record.
- c. If the parents are unaware of their child's whereabouts - staff members will advise parents that Shear Soccer will need to report the child missing to the police.
- d. Staff member to inform Shear Soccer SSM & DSO that the police need to be contacted and what investigations have taken place so far.
- e. If any other groups/sessions are taking place, then all registers will need to be taken again to ensure all children that Shear Soccer have onsite or off-site are accounted for.
- f. This will now be a police matter - so all staff will need to support the police in their investigations.
- g. A communication from Shear Soccer SSM will need to be given to all parents to advising them of the circumstances of the incident.

Stage Three

- a. Staff member to ensure that Shear Soccer DSO is informed and given a written record of the incident.
- b. Shear Soccer will now conduct an internal investigation to establish how the situation occurred, how effective was the response and what action could be taken to ensure it does not happen.
- c. Shear Soccer DSO to ensure all relevant members of Shear Soccer staff are informed and updated.